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# DEMOCRATIC REPUBLIC OF CONGO

**Reference No.:** AID-15-11

**Position/Salary Range:** Central African Republic/Counter-Lord's Resistance Army (CAR/C-LRA) Program Manager; FSN-11  
*Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave and medical coverage*

**Open To:** All DRC citizens

**Location:** USAID/Democratic Republic of Congo  
Kinshasa, DRC

**Opening:** April 1, 2015

**Closing:** April 24, 2015

**Work Hours:** Full-Time; 40 hours/week

**USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.**

**Completion of a Master's degree or equivalent in International Relations, Public Administration, Political Science, Conflict Prevention, Law, International Development, or a closely related field and fluency in English and French (Level IV) both in oral and written communication is a requirement for this position.**

## **Basic Function of Position:**

Under the general supervision of the Mission Director, the incumbent shall serve as an integral member of the Central Africa Regional Operating Unit (CAROU) team, and shall assume primary management of up to four activities each ranging from \$2 million to \$17million. CAROU is based in USAID/DRC and is responsible for regional programming. The incumbent's portfolio comprises Counter-Lord's Resistance Army (C-LRA) and Central African Republic (CAR) programming, including stabilization and recovery programs to help establish the foundation for durable peace in CAR and the LRA-affected areas of the Democratic Republic of the Congo (DRC). On a regular basis, the incumbent interacts with the other CAROU team members, the USAID/DRC Program Office, Financial Management Office, Contracting Office, and other programmatic teams, with the U.S. Embassy, the U.S. military, donors, government and civil society counterparts. Travel to CAR will be necessary and the incumbent will be responsible for articulating the USG position and making informed decisions with autonomy.

## **Major Duties and Responsibilities:**

### **Program Management**

The incumbent shall serve as Contracting Officer/Agreement Officer's Technical Representative (COR/AOR) for up to four grants, cooperative agreements, or contracts with CAROU implementing partners. Activity management shall consist of:

- Maintaining close contact with NGO or contractor chiefs of party.
- Developing work plans, Performance Management Plans (PMPs), and reviewing calendars.
- Monitoring activity implementation by means of meetings with implementing entities, site visits, analyses of partners' quarterly and monthly reports, drafting success stories and outreach materials.
- Preparing procurement documents as required: scopes of work, action memoranda, justifications, waivers, and financial management documents.
- Preparing budget and work plan realignments when needed.
- Recommending approval of key personnel for programs.
- Performing accrued expenditure calculations and funds pipeline analyses.
- Coordinating USAID programs with other donors, government officials and local NGOs.

### **Strategy Development**

The incumbent shall obtain background and information needed to guide USAID interventions and the development of USAID policy positions in the CAR/C-LRA sector. The incumbent shall, on an as-needed basis, assist the Regional Deputy Mission Director in development of strategic documents which shall include overall Mission program strategies; annual Operational Plans; annual Congressional Budget Justifications; and other reports as required. The incumbent will serve as a key member of the CAROU team by advising CAROU and other technical offices on cultural contexts and local perceptions of USG programs. Specific responsibilities will include:

- Reporting on results achieved.
- Developing recommendations to enhance the impact of CAROU programs in collaboration with the USAID/Monitoring & Evaluation staff, analyze macro political and development trends, opportunities and issues that arise in the CAR/LRA area, create linkages with other USAID teams and partners networks as needed (for instance for dissemination of documents), devise indicators and monitoring systems for programs.
- Establishing synergies amongst the CAROU partners and between them and other partners from the US Mission, especially from USAID, and from other counterparts as necessary.
- Performing ad-hoc reports requested by Mission management and USAID/Washington.
- Working with the CAROU Team to devise out-year and multi-year strategies for new programs, coordination with other stakeholders, and reporting.
- Participating on evaluation and assessment teams.
- Drafting descriptions for new programs
- Serving on technical evaluation committees to review proposals for new programs and suggested modifications to current ones

### **Representation**

The incumbent shall, on an as-needed basis, represent USAID at meetings, conferences, seminars and other events, with responsibilities to include:

- Communicating USAID's position to Government, other donor or UN organizations.
- Giving interviews to local media (to be performed in coordination with the US Embassy's Public diplomacy.).
- Serving on sub-sector donor coordination groups, such as for security sector reform

## **Required Qualifications at the Full Performance Level:**

### **Education:**

Master's degree or equivalent in International Relations, Public Administration, Political Science, Conflict Prevention, Law, International Development, or a closely related field.

### **Prior Work Experience:**

Five years of work experience in international development, disaster relief, or similar, with an international or governmental organization. Must include at least three years of project/activity management experience.

### **Language Proficiency:**

French: IV Verbal/Written. English IV Verbal/Written.

### **Knowledge:**

Knowledge of international development concepts, principles and activity implementation. Knowledge and experience in peace and stability programming and/or public administration.

### **Evaluation Criteria and Weights:**

1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 20% based on written assessment and interview.

### **How the selection will be made:**

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

**USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.**

**Compensation:**

The position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

**To Apply:**

**ONLY applicants who meet the minimum educational and good working knowledge of English requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.**

**A complete application package consists of the following:**

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](http://kinshasa.usembassy.gov/opportunities/jobs.html). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/opportunities/jobs.html>)
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (AID-15-11) and the Title of the Position(s) for which you are applying (**CAR-C/LRA Program Manager**).

Submit the complete application package via email, to [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)

**Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.**

**Point of Contact:**

Sandra Kiyanga: [skiyanga@usaid.gov](mailto:skiyanga@usaid.gov)

**Only short-listed candidates will be acknowledged.**

**DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

**Closing date for this position: April 24, 2015.**

The U.S. Mission in the Democratic Republic of the Congo provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.